

# Employer and Host Organisation Privacy Information Statement

## Document Purpose

This document contains important privacy information specifically for Employers and Host organisations working with Jobfind regarding the collection, use, storage access to and correction of personal information held by Jobfind for the purposes of delivering Workforce Australia Services on behalf of the Australian Government.

## Scope

Employers and Activity Host Organisations.

## Collection of personal information

In order to provide activity and vacancy management services to Host organisations and Employers, we need to collect personal and business information. This may include, but is not limited to:

- Key contact Names
- Key Contact Phone numbers and business email address
- Bank details (only where financial transactions are required, e.g wage subsidies or reimbursement of activity costs)
- Business Address
- Vacancy related information
- Activity Related information, including the details of activity supervisors
- Business ABN details

## Collection of Sensitive information

We do not collect any sensitive information from Employers or Host Organisations.

## Storage of your Personal information

Your personal information is stored electronically in our secure network, which is subject to the Australian Government's IT Security requirements and is regularly assessed to minimise the risk of unauthorised access. Records we hold are destroyed securely after serving their minimum retention period of 3 years.

## Disclosure (sharing) of your information

We may need to disclose your business details to Services Australia in relation to individuals you employ through our service, and internally to our staff when discussing your vacancy or activity. We do not disclose information to any other third parties and we do not sell your information. Our servers are based in Australia to ensure our records are protected from unauthorised access and use.

## **Rights and choices**

You have the right at any time, to request access to records we hold relating to yourself or your business, and to request we correct any information we hold that is inaccurate. To request access to records, or if you have concerns with the way your personal information has been managed and wish to make a complaint you can contact Jobfind's Privacy officer on:

Phone: 1800 113 233

Email: [feedback@jobfind.com.au](mailto:feedback@jobfind.com.au)

Website: [www.jobfind.com.au](http://www.jobfind.com.au)

Generally, requests for access to records will be actioned within 30 days from lodgement and there are no fees or charges involved in accessing your information.

To view our privacy policy, please visit [www.jobfind.com.au/privacy](http://www.jobfind.com.au/privacy)